

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

**VACANCY ANNOUNCEMENT**

**October 31, 2007**

4 Page Document

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<b>TITLE:</b>	Newborn Screening Program Specialist
<b>POSITION NO:</b>	00729
<b>LOCATION:</b>	Public Health & Safety Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	Non
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 6
<b>STARTING SALARY:</b>	\$36,693 - \$44,754 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	No

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, November 15, 2007.** For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** This position is located in the Family & Community Health Bureau / Children's Special Health Services Section.

All interviews must be in person; no phone interviews will be granted.

**TYPICAL DUTIES:** This position is responsible for the effective management of specific health-related programs, and for seeking or re-establishing grants, managing the funding and grant reporting, and working with all local partners and interested parties. The incumbent will monitor, analyze, and report on population-based newborn metabolic screening to ensure universal screening for the state of Montana. Specific duties include researching and analyzing state and federal statutes, national health care standards and guidelines, other states' public health programs, and related sources to determine appropriate strategies, tools, and systems; develop and recommend quality improvement plans for health care services based upon analysis of performance indicators, health care standards, and facility operating environments; monitoring participating health care facilities through on-site evaluation, analysis of performance data, consultation with providers; conducting surveillance of

health-related diagnoses, treatments, outcomes, target populations, and other subjects to track, analyze, and integrate new findings into ongoing quality improvement programs; developing analytical reports, program evaluations, action plans and related information to inform participating facilities and other program cooperators of current performance standards; planning, coordinating, and/or delivering local, regional, and statewide presentations to explain program benefits and services, provide information on topical issues, recruit new facilities, and exchange information regarding health care issues; and coordinating program outreach efforts to educate and inform program clients and cooperators of services, opportunities, and requirements associated with the program.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledge: Knowledge of federal legislation affecting monitoring programs including national performance measures for Maternal Child Health Block Grant (MCHBG) reporting; public health principles and concepts; planning, organization, and collaboration of services for children and families with special health care needs; state confidentiality policies; Montana Code Annotated (MCA) for the newborn screening programs; laboratory testing and results; principles and practices of budgeting; funding resources and grant writing; and contract management.

Skills: Skill in organization; analysis; negotiation and collaborative approaches; use of basic computer software to track screenings, create spreadsheets, letters to provider partners, and reports; and effective oral and written communication.

Abilities: Ability to recognize community partner needs in the context of departmental policies and constraints, and to illuminate mutual goals and solicit suggestions for improved communication/collaboration; work effectively with public and private program partners in diverse disciplines; and deal effectively with sensitive, complex issues within local, state, public, and agency relationships and maintain strong confidentiality principles.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in health science or related field **AND** one year of related contract or grant document review experience. Nursing degree with experience in data management is preferred, and coursework in Excel or Word is desirable.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons

must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form; and
3. Photocopy of transcripts for any coursework at a college or technical school. (*\*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered

Page 4

Public Health and Human Services

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a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.